Connecting Technology
...Connecting People

The Department of the Navy's premier Information Technology event.

Pavilion Convention Center
1000 19th Street
Virginia Beach, VA 23451-5674

Hotel reservation information is posted on the CT web site.

Exhibitor Sign Up Form/Invoice – includes Exhibitor Rules

Application Procedures. Applicants must submit this Exhibitor Sign Up Form. Applications must include payment in full, signature of agreement to abide by the rules of the show, & booth location preferences to be considered for processing. Full payment **MUST** accompany this form for space to be confirmed. **NO** booths will be held without payment. Payment for booth space will be accepted in the form of checks or accepted credit cards. Applications for exhibit space will be accepted beginning **January 7, 2002 at 0800 EST**. No reservations will be accepted prior to that date. Reservations for exhibit space are processed on a **first-come, first-served basis**. Reservations for exhibit space can be made by mail or fax only. Applications will be date & time stamped upon receipt.

Cancellation. Notification of cancellation must be made in writing by the Designated Official Representative & faxed directly to CT Show Management at (757) 445-2103. Cancellations received by March 22, 2002 will be refunded, less the cost of a $250 processing fee. No refunds will be provided after that date. Space may not be sublet.

GES Exhibit Services has been designated as the Official Exhibit Service Contractor. GES ordering information will be made available to you when this Exhibitor Sign Up Form & payment is sent to the Connecting Technology Show Management. See information Section 6 below.

To keep up-to-date on the latest exhibitor and symposium information, continue checking the Connecting Technology web site at: www.it-umbrella.navy.mil/ct

1. Designated Official Representative.
*Important: The named designated official representative will receive **all** official correspondence & ordering forms for the exhibit. Please indicate here the person who should receive this information.

Official Representative

Email address

Company Name

Street Address

City	State	Zip	Phone

Fax number

5. Signature. The undersigned agrees to be bound by the conditions & requirements stated here.

Print Name as it appears on Credit Card

Signature of Credit Card Holder	Date

Credit Card (**VISA & Master Card only - no AMEX**) and Credit Card #

Credit Card Exp Date

TOTAL PAYMENT ENCLOSED $

2. Exhibit Space Desired. All effort will be made to accommodate preference.

Select three preferred exhibit spaces below. If preferred spaces are not available, show management will assign comparable space. Exhibit space fee includes your exhibit space, pipe & drape.

-10'x10' booth–$1000
-20'x20' booth–$4000

Booth choices: refer to floor plan for #s		
1st	2nd	3rd

6. Payment. Complete this form and mail or fax with either credit card number & **signature** (see Section 5 above) or checks (no POs) made payable to our payment processing agent – **"Civic Center Promotions"** to:

SSC Charleston Norfolk Office
ATTN: Code 645.5 - Event Coordinators
PO Box 1376
Norfolk, VA 23501-1376

CT point of contact. Event Coordinators at (757) 444-9967; fax (757) 445-2103
email: conntech@spawar.navy.mil

Continue checking the Connecting Technology web site for up-to-date vendor & symposium information at: **www.it-umbrella.navy.mil/ct**

3. On-Site Representative List.
List must be received by April 19, 2002 to guarantee pre-badging. Add additional sheet if needed. Email final list to conntech@spawar.navy.mil

Authorized representative in charge of exhibit on-site:

Other personnel working exhibit (badges made from this list):

7. Hospitality Events. To arrange a hospitality event at the:
Pavilion Convention Center, contact June LeBeau (757) 437-7541
DoubleTree Hotel (next to the Pavilion), contact Stuart Blum (757) 422-8900 ext 2032
The Cavalier (oceanfront), contact Bob Gardner (757) 425-8555 ext 7035
Holiday Inn SunSpree Resort (oceanfront), contact Karen Zahr (757) 428-1711 ext. 1175

4. Limitation of Liability.

It is mutually agreed that the US Navy and its agents shall not be liable to an exhibitor for any damage to or from the loss or destruction of an exhibit or the property of an exhibitor or injuries to his person or personnel resulting from any cause. All claims for any such loss, damage or injury are expressly waived by the exhibitor.

For Show Mgmt. use only:	Form Received	Payment Received	Date
	Check Number	Space Assignment	